UNITED
NATIONS

ST

Secretariat

ST/IC/1996/48
5 August 1996

INFORMATION CIRCULAR

To: Members of the staff in the General Service and related categories of the Secretariat

From: The Assistant Secretary-General for Human Resources Management

Subject: 1997 NATIONAL COMPETITIVE EXAMINATIONS*

1. The purpose of the present information circular is to inform staff members of the Secretariat of the modalities and conditions under which General Service staff members may apply to take national competitive recruitment examinations at the P-2 and P-3 levels in 1997. This circular supersedes information circular ST/IC/1995/80 and Corr.1 and Add.1 of 21 November 1995, 17 April 1996 and 17 April 1996 respectively.

2. National competitive recruitment examinations will be held in January 1997 in the following occupational groups in accordance with the needs of the Organization: Administration (P-2), Economics (P-2), Electronic Data Processing (P-2), Finance (P-2/3), Legal Affairs (P-2), Library (P-2), Political Affairs (P-2/3), Public Information (P-2/3), Social Affairs (P-2/3) and Statistics (P-2).

3. Staff members in the General Service and related categories of the Secretariat may apply to take these examinations if they meet the entrance qualifications established for nationals of the participating Member States, which have been established in accordance with mandates of the General Assembly.

4. Staff members in the General Service and related categories of the Secretariat who wish to apply to take a P-2 national competitive examination should have obtained a first-level university degree directly relevant to the occupational group in which they wish to compete, have a satisfactory record of

* Personnel Manual index No. 4031.

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performance and be a national of a Member State which is participating in the 1997 competitive examination programme (see attached list). In addition, they must hold a fixed-term appointment valid at least until 31 December 1997.

5. On a trial basis, staff members in the General Service and related categories of the Secretariat may apply for a P-3 national competitive examination provided they meet the following eligibility criteria: they should hold a Masters degree (or an equivalent degree) directly relevant to the occupational group in which they wish to compete, have a satisfactory record of performance, have four (4) years of professional experience in a field directly relevant to the occupational group in which they wish to take the examination and be a national of a Member State which is participating in the 1997 competitive examination programme (see attached list). In addition, they must hold a fixed-term appointment valid at least until 31 December 1997.

6. Qualified staff members may apply by completing the attached form and forwarding it to: 1997 National Competitive Examination (Staff Members), Specialist Services Division/OHRM, Room S-2590A, by 20 September 1996. The most recent performance evaluation report, as well as copies of all degrees, must be attached to the application.

7. Incomplete applications will not be considered.

UNITED NATIONS
APPLICATION FOR NATIONAL COMPETITIVE EXAMINATION FOR GENERAL SERVICE
STAFF MEMBERS OF THE UNITED NATIONS SECRETARIAT ONLY

Section I: Personal data

Last name: _____ Room No.: _____ Ext.: _____
First name: _____ Index No.: _____
Gender: _____ Grade: _____ Nationality: _____
Department: _____ Duty station: _____
EOD date: _____ Appointment: _____
Date of birth: _____ Expiration date: _____

Section II: Type of examination

Occupational group: _____ P-2 level: _____
P-3 level: _____

Latest copy of performance evaluation report attached: _____
Period covered in performance evaluation report: _____
Copies of degrees attached: _____

Section III: Experience, United Nations and outside (indicating dates, and departments/institutions)
(For P-3 examination only)

This application should be signed and submitted by
20 September 1996 to the Specialist Services Division,
Room S-2590A.

Date: _____ Signature: _____

LIST OF MEMBER STATES PARTICIPATING IN THE 1997 COMPETITIVE EXAMINATION PROGRAMME

Belgium

Bolivia

Botswana

France

Germany

Guinea-Bissau

Honduras

Japan

Kyrgyzstan

Republic of Korea

San Marino

South Africa

The former Yugoslav Republic of Macedonia

Uzbekistan

UNITED NATIONS **ST**

Secretariat

ST/IC/1996/49
5 August 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: CANCELLATION OF G-4 AND G-5 VISAS ON SEPARATION OR TRANSFER OF STAFF MEMBERS*

1. The purpose of the present information circular is to inform staff members serving at Headquarters of procedures established by the United States Mission to the United Nations to ensure that G-4 visas issued to United Nations officials and their family members, and G-5 visas issued to household employees, are cancelled without prejudice** when staff members are no longer eligible for the "G" visa upon separation from service or transfer to a duty station outside the United States.

2. Staff members are reminded that G-4 visas are granted by the United States authorities to permit them entry into the United States to conduct official business. Derivative G-4 visas are granted to eligible family members, and G-5 visas are granted to eligible household employees of G-4 visa holders. In most cases, G-4 and G-5 visas are granted for extended periods. However, when the official functions of a United Nations staff member come to an end through separation or transfer to another duty station before the expiration date of his or her visa, the G-4 or G-5 visas previously granted are no longer valid.

3. The United States Mission to the United Nations has established a system for the cancellation of G-4 and G-5 visas in such cases. The cancellation will

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* Personnel Manual index No. 13021.

** "Without prejudice" simply indicates that the visa holder is no longer eligible for the specific type of visa which was cancelled. He/she remains eligible for other types of visas, depending on the purpose of the visit to the United States.

be made without prejudice to the eligibility of the persons concerned to apply for any other type of visa, or to the consideration of applications for extension of stay, if necessary. Visas that have already expired need not be submitted for cancellation, but evidence of expiration will be needed (see para. 6 below).

4. A staff member who holds a G-4 visa and is due to separate from the Organization or to transfer to another duty station (other than for a mission assignment, which does not involve a change of duty station) is required to present his or her passport to the United States Mission to the United Nations, as well as the passports of his or her family members and any household employees who hold derivative G-4 or G-5 visas, for the cancellation of such visas. A receipt will be issued by the United States Mission to the staff member for all passports submitted in person. The visas will normally be cancelled and the passports ready for collection within two working days.

5. Alternatively, the staff member may present his or her passport, and the passports of his or her family members and any household employees holding G-4 or G-5 visas, to the Travel Unit in the Secretariat, or to the Visa Committee Secretariat in the case of visas processed by it, for submission to the United States Mission to the United Nations. In such cases, the visas will be cancelled and the passports returned to the Travel Unit or the Visa Committee Secretariat, as appropriate, within two days of receipt by the United States Mission.

6. Staff members are advised to comply with the above procedure as soon as the date of their separation or transfer is known, and in any case not later than one week prior to such date. They will be required to confirm on the exit interview form that they have complied with the above procedure, and to provide a photocopy of the cancelled or expired visas. The Organization will continue to notify the United States Mission to the United Nations of the names of staff members who have separated from the Organization or been transferred to other duty stations.

7. Staff members are reminded that failure to comply with the above procedures may result in serious difficulties in obtaining subsequent United States visas, change of status and re-entry into the United States.